



Brian J. Stiger  
Director

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## COUNTY OF LOS ANGELES DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS

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*"To Enrich Lives Through Effective and Caring Service"*

April 29, 2015

To: Audit Committee

From: Brian Stiger   
Director

Subject: **REVIEW OF BOARD POLICY NO. 5.020 – REPORTING  
REQUIREMENT FOR BIDS/CONTRACTS OVER \$10,000**

In conjunction with the Chief Executive Office, the Department of Consumer and Business Affairs (DCBA) has reviewed Board Policy 5.020, Reporting Requirement for Bids/Contracts Over \$10,000, and is recommending the following change, which has been included in the attached red-line version of the policy:

- Date Issued/Sunset Date Section – Extend the sunset review date to July 18, 2019.

If you have any questions regarding this policy review or recommendation, please contact Kirk Shelton at (213) 974-4615, or via email at: [kshelton@dcba.lacounty.gov](mailto:kshelton@dcba.lacounty.gov).

BS:KS:CT

Attachment

c: Executive Officer, Board of Supervisors  
Interim Chief Executive Officer



# Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
5.020	Reporting Requirement For Bids/Contracts Over \$10,000	02/03/98

## PURPOSE

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Defines the use of the County's "Doing Business With Us" Web Site in the procurement process. Ensures that all Board letters proposing a contract award over \$10,000 incorporates language indicating that the bid/contract opportunity was listed on the County's Web Site as part of the procurement process.

## REFERENCE

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April 30, 1996 Board Order, [Synopsis 10](#)

March 4, 1997 Board Order, [Synopsis 68](#)

March 11, 1997 Community Development Commission memo, "[County Office of Small Business Participation](#)"

February 3, 1998, Board Order, [Synopsis. 12](#)

February 24, 1998 Chief Administrative Office memo, "[Reporting Requirements for Bids/Contracts Over \\$25,000](#)"

July 18, 2000 Board Order, [Synopsis 59](#)

July 27, 2000 Internal Services Department Memo, "Posting of Solicitations on Websites"

## POLICY

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All commodity bids and service contract solicitations expected to exceed \$10,000 must be posted on the County's "Doing Business With Us" Web Site. In addition, Board letters proposing contract awards over \$10,000 must include language that the bid/contract opportunity has been listed on the County's Web Site as part of the procurement process. If the bid/contract was not listed on the web site, the Board letter must provide justification that the posting was not appropriate or necessary.

The County Office of Small Business was established by the Board of Supervisors on March 4, 1997 to make it easier for small businesses to compete for County contracts. The County's "Doing Business With Us" Web Site was developed to provide centralized

information on County solicitations.

## **RESPONSIBLE DEPARTMENT**

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Department of Consumer and Business Affairs

Chief Executive Office

## **DATE ISSUED/SUNSET DATE**

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**Issue Date: February 3, 1998**

**Reissue Date: January 17, 2002**

**Review Date: July 1, 2004**

**Review Date: August 16, 2007**

**Review Date: April 21, 2011**

**Review Date: April 27, 2015**

**Sunset Review Date: January 17, 2002**

**Sunset Review Date: July 18, 2004**

**Sunset Review Date: July 18, 2007**

**Sunset Review Date: July 18, 2011**

**Sunset Review Date: July 18, 2015**

**Sunset Review Date: July 18, 2019**